

Regular Meeting
Monday, July 18, 2011
9:00 am
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Monday, July 18, 2011 at 9:00am in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present: Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Ellis Lawrence, Jeff Smith and John Mitchener. Staff Present Finance Officer Lisa Jones; County Manager Paul Parker and Board Clerk Susanne Stallings.

Commissioner Emmett Winborne and Commissioner Cole were absent.

Chairman Eddy Goodwin called the meeting to order.

Consent Agenda

Chairman Eddy Goodwin then presented the Consent Agenda.

a. Recommended Budget Amendments

BA-1112-001

51	TDA	\$ 4,000	Increase revenue for occupancy tax collections
51	TDA	\$ 4,000	Increase expenditures for tourism development activities including photography, printing, signage and web hosting

BA-1112-002

3990	Fund Bal Approp	\$ 2,550	Increase fund balance appropriated for donations received in FY 10-11 for aquatic weed eradication
4730	Soil & Water	\$ 2,550	Increase expenditures for aquatic weed eradication to be completed in FY 11-12

BA-1112-003

3433	Emerg Mngmt	\$ 2,520	Increase revenue from NIMS Training Grant
4331	Emerg Mngmt	\$ 2,520	Increase NIMS Training Grant expenses (grant carryover)

BA-1112-004

3436	Central Commun	\$ 72,655	Increase revenue from COPS Technology Grant
4270	Central Commun	\$ 72,655	

b. Tax Collector Report June 2011

Commissioner Nixon asked about BA-1112-001.

Ms. Jones stated that this was to increase revenues in the proposed TDA budget. She stated she did not receive the TDA budget after it was turned in to the Manager.

Commissioner Nixon moved that the Board approve item a of the consent agenda. Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0).

Commissioner Smith moved that the Board accept item b of the consent agenda. Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0).

Memorandum of Agreement

Mr. Parker provided the Board with a proposed agreement for the nine (9) counties to provide health insurance benefits for qualified retirees of Albemarle Mental Health and Tideland Mental Health. After discussion of the terms of the MOA, Commissioner Mitchener moved that the Board approve the MOA as presented. Commissioner Nixon requested that the Clerk make a note for July 2012 to request a financial report from Martin County on the fund. Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0).

**MEMORANDUM OF AGREEMENT
PROVISION OF HEALTH INSURANCE BENEFITS
for QUALIFIED RETIREES OF ALBEMARLE MENTAL HEALTH
and TIDELAND MENTAL HEALTH**

WHEREAS, July 1, 2007 four counties from Tideland Mental Health (Tideland) merged with the six counties comprising Albemarle Mental Health (Albemarle); and

WHEREAS, certain qualified employees retired from Albemarle and Tideland and therefore were and are entitled to post retirement health insurance benefits as set forth in policies approved by the Boards of each of those agencies; and

WHEREAS, neither Albemarle or Tideland is an ongoing entity; and

WHEREAS, the ten counties that were the remaining member counties of Albemarle Mental Health upon its dissolution are Camden, Chowan, Currituck, Dare, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington; and

WHEREAS, funds were provided by Tideland at the time of merger for the purpose of funding the post retirement health insurance benefits for qualified Tideland employees and funds were provided by the State of North Carolina at the time of dissolution to assist with the funding of these benefits for both Albemarle and Tideland retirees; and

WHEREAS, Martin County has agreed to handle the administration of providing the retiree health insurance and therefore Martin County has possession of the funds available for same and Martin county is willing to do so for no compensation but also has no individual liability to provide these benefits in the event the funds set aside for this purpose are exhausted; and

WHEREAS, Martin County will provide a financial report to each of the county managers no later than July 31st each year which will include at a minimum the beginning balance of the fund, charges to the fund and the ending balance of the fund; and

WHEREAS, in the event the funds are exhausted prior to the retirees no longer being eligible for coverage the counties will determine what action to take and if it is to make up the shortfall it shall be done on a per capita basis for each county; and

WHEREAS, the county managers of each county are collectively given the authority to make any necessary administrative decisions regarding these funds with the exception of decisions regarding funds being exhausted.

NOW, THEREFORE BE IT RESOLVED that each of the counties named below evidenced by the signature of the Chairman of the Board of Commissioners hereby agrees to the recitals above regarding the provision of post retirement health insurance benefits to those eligible former employees of Albemarle Mental Health and Tideland Mental Health.

Board Appointments

COA Campus Advisory Board

Three applications for appointment to this Board were reviewed. Commissioner Smith moved that the Board appoint Anita Johnson to the COA Campus Advisory Board. Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0).

JCPC Council

The JCPC Council has requested reappointment of all members. Terms begin on July 1, 2011 and end on June 20, 2013. Commissioner Smith moved that the Board appoint Bill Moore and reappoint Gwen Brown, Karen Ames, Gloria Wadsworth, Darlene Littlejohn, Gertha Thomas and Mildred Vanterpool. Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0).

Annual Tax Settlement and Authorization for the collection of Taxes for the Tax Year 2011-12

Tax Administrator and Collector, Gene Rountree presented an annual settlement for FY 2010-11 and requested authorization of the collection of taxes for the FY 2011-12.

Chairman Goodwin asked Mr. Rountree about how % of collections could be increased.

Mr. Rountree discussed the process for collection of delinquent taxes. He noted there was a slight increase on motor vehicle collections and there was one large real estate account that may have decreased the collection rate. He discussed the attorney and his method of collection for delinquent accounts.

The Board discussed collection agencies and asked that Mr. Rountree look into the current collection method with the attorney.

Commissioner Smith moved that the Board approve the settlement statement and authorize the collection of taxes. Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0) (a copy of the report is in the meeting file labeled July 18, 2011).

Northern Chowan Community Center lease with Albemarle Hospital Foundation

Attorneys have reviewed a proposed lease. Mr. Parker stated that Section 4 of the lease had changed and if the Board wanted to negotiate the terms of lease in Executive Session that would be advisable.

Planning/Inspections Annual Report

Planner Landin Holland and Chief Building Inspector Holly Colombo provided the Board with an update on the annual activities of their respective departments. (a copy of the report is in the meeting file labeled July 18, 2011)

Finance Officer Report

Finance Officer Lisa Jones provided the Board with the following:

Chowan County Purchasing Policy

Ms. Jones noted that the Board previously requested that the purchasing policy be discussed at a later date by the full board. She provided the Board with a copy of the general statutes that govern purchasing.

Mr. Parker explained the differences in the statutes between formal and informal bidding.

Chairman Goodwin noted that the Board is able to make the policy stricter but it cannot be less strict than statutes allow. He asked what the dollar amount is now for purchasing and formal bidding.

Ms. Jones stated the amount is currently set at \$300,000.

Commissioner Nixon moved that the board accept the policy presented by Ms. Jones but change the \$500,000 to \$300,000 to make the policy stricter.

Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0).

Ms. Jones reminded the Board that the County Auditor would be here next week to begin the audit.

Manager Items

County Manager Paul Parker updated the Board on the following item:

- Final MOA for Animal Shelter Operations

Mr. Parker presented the following draft MOA as discussed by the three counties at a recent meeting.

Tri County Animal Shelter
138 Icaria Rd. Tyner, NC

MEMORANDUM OF AGREEMENT

This agreement entered into by Chowan County; Gates County and Perquimans County.

WHEREAS, the operation and maintenance of the Tri County Animal Shelter, 138 Icaria Rd. Tyner, NC is of mutual interest and benefit to Chowan, Gates and Perquimans Counties, and;

NOW, THEREFORE, the parties hereto agree as follows:

- A. Chowan County will operate and maintain an Animal Shelter at 138 Icaria Rd. for use by the three counties, supervision, review and evaluation of shelter personnel will be done by the Chowan County Manager.
- B. The annual budget for the Tri County Animal Shelter will be requested by the Animal Shelter Department Head with input from the Tri County Animal Shelter Advisory Board. The Chowan County Manager, in conjunction with the County Managers from Gates and Perquimans Counties, will prepare a recommended budget for the Tri County Animal Shelter.
- C. All Capital Outlay Expenditures will be undertaken with approval of the Tri County Animal Shelter Advisory Board. The Advisory Board members must consist of a County Commissioner or their designee and the County Manager representing each of the three counties.
- D. Chowan County will invoice Gates and Perquimans bi-annually (July and January).
- E. Funding for the operation and maintenance (excluding capital improvements) will be based on a per capita (latest census data) of each County (i.e. population of the three counties will be totaled and budgeted accordingly) additionally a 3% administrative fee will be added to this figure. Capital Outlay expenses will be divided among the three counties by thirds. Any revenues specific to a county for animal reclamation will be credited to that County's operation and maintenance expenses.
- F. This Memorandum of Agreement may be terminated by either party upon one hundred twenty (120) days written notice.
- G. This Memorandum of Agreement shall become effective _____

Commissioner Smith asked if volunteers would be involved in the planning.

Commissioner Nixon explained that he represents the Board of Commissioners on the Advisory Committee. He stated that the committee of commissioners and managers are currently working on the MOA and after that is put in place they will begin to develop shelter fees for a spay/neuter program. He stated the Manager is working on getting quotes for another meeting.

Mr. Parker added that once the MOA is in place and the fees are determined then the groups of volunteers will be invited to get into the operational needs of the shelter, stating that the current focus is on administration aspect of the shelter.

Commissioner Nixon moved that the Board adopt the MOA as presented. Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0).

Timely and Important Matters

County Motto Contest

Board Clerk, Susanne Stallings mentioned that several of the Board members had suggested to her that a contest be put in place for finding a Chowan County Motto. The Board members discussed ideas and determined a gift certificate and a 30 day contest would be appropriate.

Executive Session

Being no further business, Commissioner Mitchener moved that the Board go into Executive Session in accordance with NCGS 143-318.11(a) (1) & (3)

Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0).

The minutes of the executive session are sealed.

Commissioner Mitchener moved that the Board close the executive session. Chairman Goodwin asked for all in favor, the motion passed unanimously (5-0).

Adjourn

Being no further business before the Board, the meeting was adjourned

Chairman
Edward C. Goodwin

Clerk